

DEPARTMENT OF TRANSPORTATION
PROFESSIONAL SERVICES MANAGEMENT UNIT
REQUEST FOR LETTERS OF INTEREST

THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION DESIRES TO ENGAGE A
QUALIFIED PRIVATE ENGINEERING FIRM FOR THE FOLLOWING PROJECT:

U-3459

ROWAN COUNTY

LENGTH: 0.56 mile

Salisbury – Proposed SR 2541 (Klumac Road) grade separation with the North Carolina Railroad/Norfolk Southern Corporation.

The project consists of realigning existing SR 2541 (Klumac Road) to a new location west of the existing facility (USDOT # 715273W, NCRR Milepost 335.2). The proposed two lane curb and gutter facility will create a new intersection with US29-US70-NC150 (Old S. Main Street). The proposed design speed is 40 mph. Relocated SR 2541 (Klumac Road) will be grade separated with a single railroad structure along the existing North Carolina Railroad/Norfolk Southern railroad tracks over SR 2541 (Klumac Road). The existing at-grade crossing of Klumac Road and the NCRR will be closed as part of the project. Some –Y- line realignment will be required. The State will provide surveys and electronic base mapping, subsurface utility engineering, and perform all right-of-way acquisition activities. Design will be in English. The EA, FONSI, and the design public hearing map are available on the web at www.bytrain.org. This contract is for right of way plans, final plans and all related construction documents.

TENTATIVE SCHEDULE:

EA –	Completed
FONSI-	Completed
Hearing -	Completed
TIP R/W –	April 12, 2011
TIP Let –	April 17, 2012

The primary and/or subconsultant firm(s) shall be Pre-qualified to perform services for the Rail Division-Rail Engineering (Track Design and Layout); Highway Design Branch-Roadway Design (Rural Roadway Design), Structure Design (spans less than 200 ft.), Geotechnical Engineering Services, and Hydraulic Design; Utility Unit-Utility Coordination and Utility Engineering, Roadside Environmental Unit-Soil and Water Engineering, Traffic Engineering and Safety Systems Branch-ITS and Signals and Work Zone Traffic Control to perform the below referenced work.

SCOPE OF WORK:

Railroad Track Design, Roadway Design, Hydraulic Design, Permit Drawings, Structure Design, Traffic Control and Pavement Marking, Geotechnical Investigations and

Recommendations, Utility Coordination, Utility Design, Erosion Control and Traffic Signal Design.

The plans shall be prepared in electronic format. Electronic files of the plans shall be prepared using MicroStation, electronic files of the Project Special Provisions shall be prepared using Microsoft Word, and electronic files of the Engineer's Estimate shall be prepared using Microsoft Excel.

The method of payment for this project will be LUMP SUM and COST PLUS FIXED FEE.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

PREQUALIFICATION

The Department maintains a file on each qualified firm that has expressed an interest in providing professional services. Included in this file are a company brochure and Form PREQUAL-1 listing personnel and their qualifications for performing desired work, company's present activities and financial qualifications. At the time this initial information is submitted, a sample of recent work is needed for evaluation.

If your firm and all subconsultants have submitted or updated this data since July 1, 2009, please advise when the new data packet(s) were sent to the Department in the Cover/Introductory Letter with your letter of interest. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

If your firm and/or any subconsultants have not submitted or updated this data since July 1, 2009, please submit the new data to the Department prior to submittal of your letter of interest. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal> or a hard/paper copy may be obtained from the Technical Services Division (Contractual Services Unit). Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE goals are not established for this project, the Department of Transportation is committed to its 2010 annual aspirational goal for Disadvantaged Business Enterprises (DBE) participation of 13.4% in federally funded projects, and to annual aspirational goals for Minority Business Enterprises (MBE) of 8.1% and Women's Business Enterprises (WBE) participation of 8.0% on State funded projects. . The Firm, subconsultant, and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

EVALUATION

All qualified firms who submit responsive letters of interest will be considered.

The evaluation of firms submitting letters of interest for this project will be based on the following considerations and their respective weights:

1. The evaluation of the performance on any previous contracts with the North Carolina Department of Transportation. 25%
2. The firms' experience and staff (including subcontractors) to perform the type of work required. 45%
3. The firm's ability to meet the time schedule established for the work as listed above. 20%
4. Outstanding workload with NCDOT and NCTA. 10%

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the Department to be capable of performing a majority of the work required.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

FORMAT FOR SUBMISSION OF A PROFESSIONAL SERVICES MANAGEMENT UNIT LETTER OF INTEREST

All letters of interest are limited to fifteen (15) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided. ONLY ELECTRONIC LETTERS OF INTEREST WILL BE ACCEPTED. Letters of interest containing more than fifteen (15) pages will not be considered.

Letters of Interest should be submitted in .pdf format using software such as Adobe, CutePDF, PDF Writer, DocuDesk, deskPDF, etc.

One copy of the Letter of Interest should be sent (via NCDOT's FTS system) to the following e-mail address as a .pdf file: psmu-411@ncdot.gov . The FTS system will send you an electronic receipt when your LOI is downloaded to PSMU's server. Paper copies are not required. The subject line should contain the PEF's Name, and "LOI for Klumac Road grade separation"

If an interested firm does not have an FTS account they should send a request through e-mail to psmu-411@ncdot.gov . A response will be sent via the FTS system that will provide a login username, password, and login procedures.

Section I - Cover/Introductory Letter

The introductory letter should be addressed to Mr. Scott D. Blevins, P.E., Manager, Professional Services Management Unit. Said letter is limited to two (2) pages and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firm's possible conflict of interest for the work; and
- Summation of information contained in the letter of interest.

Section II - Evaluation Factors

This section is limited to five (5) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

Identify project personnel/subconsultants qualifications and experience as related to this project;

- Unique qualifications of key team members;
- Identify type and location of similar work performed within last seven(7) years;
- Understanding of project approach;
- Any innovative approaches to be used;
- List all contracts, type of work, percentage complete, and outstanding balances with the NCDOT and NCTA
- List any work being performed as a subconsultant on any NCDOT and NCTA. This work should be listed by TIP, prime consultant, type of work and outstanding balance;
- List any contracts that selections have been made, but not approved by the Board of Transportation; and
- List any upcoming work that may be a subsequent phase to an existing contract;

Note: If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Section III - Supportive Information

This section is limited to eight (8) pages and should contain the following information:

- Capacity Chart/Graph (available work force);
Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel;
Names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest.
This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and sign each Form RS-2 (instructions are listed on the form).

Advertised May 15, 2010

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

The required forms are available at:

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

Private consulting firms are invited to have letters of interest for furnishing engineering services E-MAILED to the Professional Services Management Unit by 12:00 p.m. on **June 3, 2010**. Letters of interest received after this deadline will not be considered.

Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If letters of interest do not meet ALL of these requirements or if they are sent by any other means other than NCDOT's FTS system, or to any address other than psmu-411@ncdot.gov they will be disqualified. No exception will be granted.

The e-mail address is:

psmu-411@ncdot.gov

Any questions concerning the advertisement or the scope of work should be directed to Scott Blevins, PE, at sblevins@ncdot.gov or by telephone at 919-250-3004.

If you feel information provided is inadequate to submit a letter of interest, please contact Mr. Blevins.

The firm(s) selected will be notified by **June 28, 2010**. Notification will not be sent to firms not selected.

The firm(s) selected will be listed on the Internet at http://www.ncdot.org/doh/preconstruct/highway/roadway/eng_coord/selection_comm/current.html by June 30, 2010.